



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

JAN 9 1998

W. Harrison Vail, Treasurer
Usbancorp Inc. Political Action
Committee
Main & Franklin Street
Johnstown, PA 15901

Identification Number: C00320002

Reference: Mid-Year Report (1/1/97-6/30/97)

Dear Mr. Vail:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount and frequency of each payroll deduction. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in black ink that reads "Melissa Hurd".

Melissa Hurd
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A

ITEMIZED RECEIPTS

Line number received PAGE OF
by each category in the
Detailed Summary Page FORM LINE NUMBER
11(a)(1)

Contributions from Individuals

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to make contributions from such committee.

NAME OF COMMITTEE OR PAC

National Organization, PAC 000000001

A. Full Name, Mailing Address and ZIP Code

Anne Sullivan
21 18th Street
City, State ZIP

NAME of Employer

National
Organization, Inc.
Branch Manager

Date received day, year

payroll
deduction
08/01/94
(\$15
biweekly)

Amount of Cash Received Per Pay Period

\$60.00

B. Full Name, Mailing Address and ZIP Code

Rodney Jones
601 Salisbury Road
City, State ZIP

NAME of Employer

National
Organization, Inc.
Vice President

Date received day, year

payroll
deduction
08/01/94
(\$150.00
biweekly)

Amount of Cash Received Per Pay Period

\$150.00

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

IN-KIND CONTRIBUTIONS

SCHEDULE A

ITEMIZED RECEIPTS

Line number received PAGE OF
by each category in the
Detailed Summary Page FORM LINE NUMBER
11(a)(1)

Contributions from Individuals

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NAME OF COMMITTEE OR PAC

National Organization, PAC 000000001

A. Full Name, Mailing Address and ZIP Code

Martin L. Krebs
4 River Road
City, State ZIP

NAME of Employer

National
Organization, Inc.
Chairman

Date received day, year

08/10/94
(\$1,000.00
ONE THOUSAND
DOLLARS)

Amount of Cash Received Per Pay Period

\$1,000.00

B. Full Name, Mailing Address and ZIP Code

Martin L. Krebs
4 River Road
City, State ZIP

NAME of Employer

National
Organization, Inc.
Chairman

Date received day, year

08/10/94
(\$1,000.00
ONE THOUSAND
DOLLARS)

Amount of Cash Received Per Pay Period

\$1,000.00

SCHEDULE B

ITEMIZED DISBURSEMENTS

Line number received PAGE OF
by each category in the
Detailed Summary Page FORM LINE NUMBER
21(b)

Operating Expenditures/Other Federal

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to make contributions from such committee.

NAME OF COMMITTEE OR PAC

National Organization, PAC 000000001

A. Full Name, Mailing Address and ZIP Code

Martin L. Krebs
4 River Road
City, State ZIP

Reason of Disbursement

Refugee price
Disbursement to: Primary Date received: 08/10/94
Other receipt: Reason: \$2,000.00
CASH ON-HAND CONTRIBUTION

Amount of Cash Received Per Pay Period

\$2,000.00

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.8(b).

EXAMPLE: During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See page 8 for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at right.

